

Spec. Code: 0100
Occ. Area: 03
Work Area: 172
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 07/13/89

CAMPUS PLANNING ANALYST

Function of Job

Under administrative direction, to perform responsible and complex campus planning functions, and to assist in the administration and operation of a campus planning and development office.

Characteristic Duties and Responsibilities

1. handle responsible administrative matters, such as correspondence, memoranda, meeting arrangements, and liaison with related planning agencies
2. collect and collate information relating to time scheduling for new planning and construction projects
3. make investigations, collect information, initiate special reports, and prepare preliminary estimates for establishing project budgets and time schedules
4. make data interpretation and project each phase into proper sequence, with estimated time allowance for each
5. develop and maintain master control chart for each project from its inception for the purpose of determining and plotting sequential time increments
6. be responsible for daily and/or periodic reports and chart postings as to stage of progress during each increment of planning and construction, and make prompt reports and recommendations for necessary adjustments in time or acceleration of effort
7. represent the planning office in negotiations with other offices or agencies as required
8. supervise the work of clerical, technical, or other employees of lower rank as assigned
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. university graduation, with a major in accounting or business administration

- 2. two years of work experience involving business management or accounting
- 3. one year of work experience involving logistics, space analysis, or space planning

NOTE: Administrative experience in logistics, space analysis and/or space planning which included specific training on the critical path method may be substituted month-for-month for university training. In addition, the experience required in #3 above may be included within the experience required in #2.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. knowledge of business methods and procedures
- 2. knowledge of report writing
- 3. administrative and supervisory ability

Campus Planning AnalystReinstated
